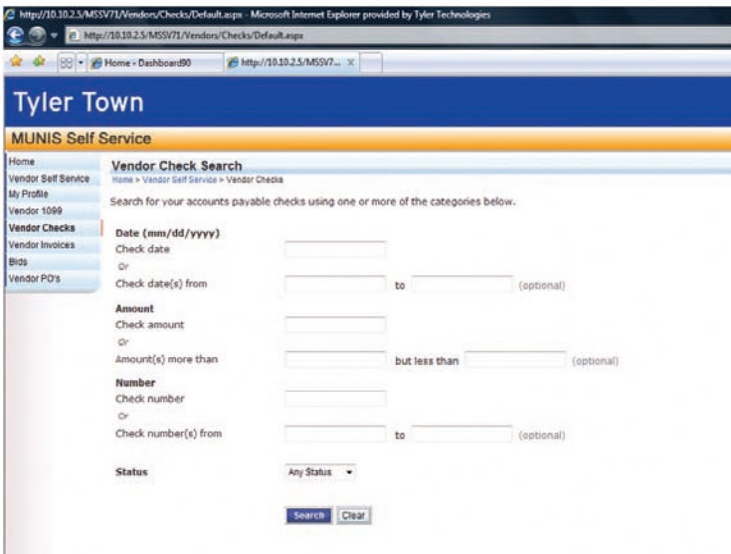


# FINANCIAL MANAGEMENT

## MUNIS® VENDOR SELF SERVICE

In today's busy world, people expect greater access to information and services—and they expect their business to be transacted easily, completely, and fast. Whether it's a vendor seeking or placing a bid, checking current and past purchase order detail, or creating and updating a profile—quick, confidential, and accurate response is critical. As a local government administrator, you need to respond to these expectations while struggling with tight budgets and minimal staff. Fortunately, Tyler has the solution: MUNIS Vendor Self Service. With over 20 years delivering excellent solutions for the public sector, a 98% retention rate, and more than 7,000 clients, Tyler has the experience, service, and innovative solutions to meet your needs.

*Is staff spending too much time responding to routine requests for information? Alleviate these demands, and provide vendors with access to key information—conveniently and securely through the Internet. Anytime, from anywhere.*



*MUNIS Vendor Self Service vendor search screen view*

### How it Works

Your employees can easily access your organization's customized Web sites anytime, anywhere—through a secure Internet connection. Access is through a link on your Web site, over a high-speed Internet connection. Flexible hosting options allow you to choose the hosting requirement that best suits your needs. Tyler offers two options:

- Tyler: hosts all needed hardware and software, and manages all traffic. Data is passed between your server and the Tyler Data Center in Falmouth, Maine through a secure connection, and then on to the requesting party.
- Self-hosting: allows you to leverage your existing infrastructure and personnel to manage the Web site locally.

### MUNIS Self Service Advantages

MUNIS Vendor Self Service offers continuity, because it actively extracts information directly from the MUNIS database. Users gain access through secure connections using a unique username and password to log into the system, and control permissions to view and change information. Web site information is current because of the direct connection to your MUNIS data—in other words, information is reflected in real-time. What's more, Tyler provides both software and MUNIS SelfService support by trained Help Desk professionals, who assist you with any of your issues.

*...continued on reverse*



# MUNIS® VENDOR SELF SERVICE

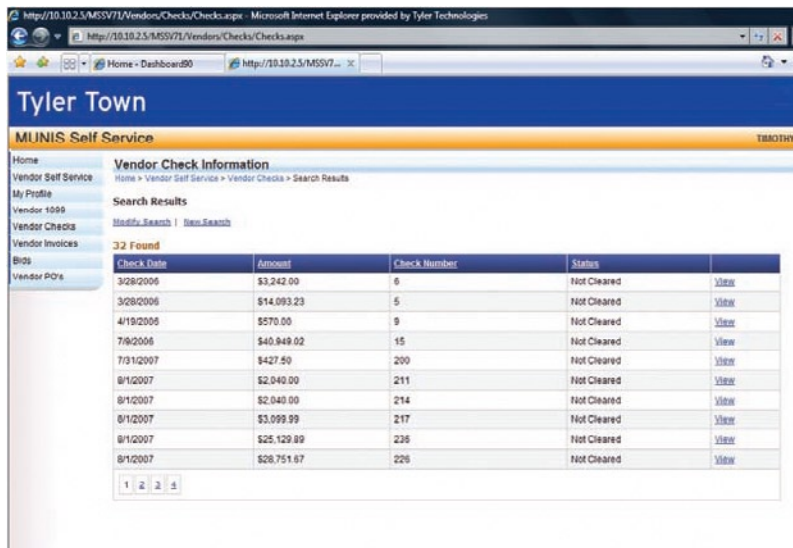
## Vendor Self Service

Vendor Self Service gives vendors of a MUNIS client web-based access to information and business records:

- Register online in a few easy steps—set up User ID & password, submit general contact, and remittance information
- Create a Profile and update it at any time
- Register for bids by commodity code
- View Messages and Links on Home Page
- Access documents, such as Vendor Direct Deposit forms and catalogs
- Vendor Administration

### Active Vendor Inquiry Navigation:

- 1099
- Accounts Payable
- Bids—Search, place, and accept bids on line; Track existing Bids and update until open period ends
- Purchase Orders—Search by PO or contact numbers, status, date or amount
- Checks—Search for detail and history
- Invoices—Search by date, number or status



The screenshot shows a web browser window displaying the 'MUNIS Self Service' interface for Tyler Town. The page title is 'Vendor Check Information' and it shows search results for 32 found checks. The table below is a representation of the data shown in the screenshot.

Check Date	Amount	Check Number	Status	View
3/28/2006	\$3,242.00	6	Not Cleared	View
3/28/2006	\$14,093.23	5	Not Cleared	View
4/19/2006	\$570.00	9	Not Cleared	View
7/9/2006	\$40,949.02	15	Not Cleared	View
7/31/2007	\$427.50	200	Not Cleared	View
8/1/2007	\$2,040.00	211	Not Cleared	View
8/1/2007	\$2,040.00	214	Not Cleared	View
8/1/2007	\$3,099.99	217	Not Cleared	View
8/1/2007	\$25,120.89	235	Not Cleared	View
8/1/2007	\$28,751.97	225	Not Cleared	View

*MUNIS Vendor Self Service vendor search results screen view*

## System Requirements

**MUNIS:** 2005.01 or higher with Web Services enabled

**OS:** Windows 2000 or higher

**Web Server:** IIS 5.1 or higher; .NET framework version 2.0; ASP.NET (included with .NET runtime)

**Browser:** PC—Internet Explorer 6+, Netscape 6+, Firefox MAC—Safari, Firefox

**Resolution:** 1024 x 768 (recommended)

